

**ALL NEW HAMPSHIRE-LICENSED SURPLUS LINES PRODUCERS ARE
REQUIRED TO FILE ELECTRONICALLY IN NEW HAMPSHIRE**

Registration for Electronic Filing of Surplus Lines Data

Instructions:

1. Contact the Insurance Taxation Officer at: janet.colby@ins.nh.gov, providing Producer name and New Hampshire surplus lines license number. It would also be helpful if you would provide a contact name and telephone and fax numbers.
2. A Username and Password will be e-mailed to you. You will be prompted upon Log In to change the Password. It should be at least 8 characters—a combination of letters, numbers and symbols (nothing sequential).
3. Should you need help, your first point of contact should be the State's Help Desk at **603-271-7555** or e-mail them at: HelpDesk@nh.gov

Janet B. Colby, Insurance Taxation Officer
New Hampshire Insurance Department
21 South Fruit Street, Suite 14
Concord, NH 03301
603-271-7973 X9212
Fax: 603-271-1406
Website: www.nh.gov/insurance
Janet.Colby@ins.nh.gov

1/5/06